

A grayscale photograph of a military training exercise. In the foreground, a soldier is crouched, aiming a rifle. Behind them, a line of soldiers is positioned, some crouching and some standing. A soldier in the background stands with arms crossed, observing the training. The scene is set in an open field with trees in the distance.

Weapons Training Battalion

Staff Non-Fire Brief



Orientation





Staff Non-Fire Responsibilities



*Command representative, responsible
for everything your detail
does or fails to do*

- Overall responsible for:
 - All coordination
 - Personnel and weapons accountability
 - Enforcing orders and regulations



Pre-Firing Agenda



- Coordination
- Planning Factors
- The Detail Roster
- Initial Check In
- Final Check In
- Timeline
- Recommendations



Coordination



- **PRIOR COORDINATION IS KEY**

- 24 hours in advance can be worked with, day-of changes will not be entertained
- Phone call is good, but always send a follow up email and ensure you receive a confirmation response. Call again if you don't get one in a reasonable amount of time



Planning Factors



- Size of your detail determines your requirements for:
 - Number of Corpsmen (3 per range)
 - Number of Coaches (1 CMC per 20 shooters, ~1 per 4 target points)
 - Number of Verifiers (Officers, SNCOs, of CMT qualified Sgts only)
 - Number of required verifiers will be finalized during Final Check In
 - If you fail to provide assigned requirements, we will drop shooters
- Reserve weekends, weather, and other factors might result in a compressed firing week – STAY FLEXABLE
- Stock weapons: 10% extra



The Detail Roster



- Correctly filled out with all information included
 - Shooters, EDIPs, weapons, coaches (and coaches EDIPs), corpsmen, and verifiers
- Proper format
 - Microsoft Word document ONLY. Do not change the formatting.
 - **Paragraphs 2, 3, 4, and signature MUST BE on a separate page**
(See Tab 4 of SNF Binder for example)
- Signed by the Commanding Officer or “Acting”, (by direction will not be accepted)
- Corrections can be made until the first weapon goes into the armory during Final Check In



Roster Submissions



- Check (Tab 3) for the timeline for your firing week
 - eRosters are generally due next Tuesday
- An electronic copy of your detail roster is due next Tuesday by 1630
 - Send electronic copy of your roster to Mr. Curci
 - Ensure that it is in a Microsoft Word document only
- Request for billeting is due by 1630
 - Send request to Mr. Moland
 - Utilize the format on WTBN SharePoint site



Initial Check In



- Check in with WTBN S-3
 - Between 0700 and 1100
 - Bring a hard copy of your Detail Roster, signed by your CO (or “acting”)
 - Signature must be on a separate page
 - WTBN S-3 creates meal request, SNF signs it. WTBN S-3 submits to chowhall on SNFs behalf
 - WTBN S-3 stamps Detail Roster prior to Armory check in
- Check in with Armory
 - Hard copy of the Letter of Authorization signed by CO (or “acting”)
 - SNF will receive blank ordnance cards and procedures brief from Armory staff



Final Check In



- **Entire Firing Detail reports to WTBN**
- Check in with S-3 prior to 0800 for range assignment
- NLT 0800: SNFs, shooters, and coaches check in with assigned range
 - All personnel will receive range brief and be blocked in
- Once complete, all shooters head to the Armory, SNF to S-3
- All coaches will attend sustainment class (S-3 classroom) at 1000
- Upon completion of weapons turn in, the SNF will return to S-3 and:
 - Turn in all LTI/PFI's
 - (w/service request & serial numbers or GCSS printout with signatures & serial numbers)
 - Turn in signed Preparatory Training Letter
 - Pick up parking passes from Security Office (outside, bottom deck)
 - Parking passes available to SNFs and CMCs and enable parking across from ranges
 - Check in with billeting to sign for your key (if applicable)



Timeline



- Detail Roster and billeting request due next Tuesday by COB
- Initial check-in conducted next Wednesday (0700-1100)
- Final check-in next Friday
- Specific timeline for your firing week located under Tab 3 of your SNF binder
 - Base Units (MCES & MCCSSS) follow a slightly different timeline
 - Turn to Tab 3 of your SNF Binders

Failure to meet these timelines without prior coordination with WTBN S-3 will result in some or all of your shooters being dropped.



Timeline (cont.)

	Monday	Tuesday	Wednesday	Thursday	Friday
Prep Week 1		1000: SNF Brief			
Prep Week 2	Base Units NLT 1630: -eRosters -Billeting requests	Base Units 0700 -Detail Roster -Letter of Authorization - Prep Training Non Base Units NLT 1630: -eRosters -Billeting requests	Base Units 0700 - Prep Training NLT 1100: -Detail Roster -Letter of Authorization	NLT 0900: - Meal requests	0700: SNF Check in 0800: Brief & Block In 1000: CMC class NLT 1100: -Shooter check-in -Weapons check-in -Barracks check-in -LTI/PFI's -Prep-training letter
	Unit preparatory training ("Grass Week")				
Firing Week	- Zero - Table 1A practice	- Table 1A Practice	- Table 1A Qual - Table 2 Review	- Table 2 Practice - Table 2 Pre-evaluation	- Table 2 Qual - SNF Check Out
		1300: Verifier Brief	- Verify scores - Contesting		- Barracks check-out - Weapons check-out - Non-Fire check-out - Verify scores - Contesting
Admin			NLT 1630: WTRM runs		



Recommendations



- Ensure LTI/PFI are conducted properly
 - Locktite on RCO underscrews is always a good idea
- Scrub your rosters
 - Medical, admin, legal – if they don't need to or can't shoot, don't bring them out here
- Back brief your S-3
 - Ensure they are tracking on all timelines and requirements
 - **YOU have the most up-to-date information, not them**
- Range Support Vehicle for logistical support
 - Not required, but highly recommended
 - Only one allowed downrange at a time, coordinate between RSO, OIC, and other SNFs on your range



During Firing Agenda



- SNF Responsibilities
- Coaches and Verifiers
- Qualification
- Safety and Range Violations
- Chow
- Recommendations



SNF Responsibilities



- Check in with the Range House daily
 - Report your numbers and drops (last 5 of EDIPI, reason shooter was dropped)
- Remain on the range unless:
 - Picking up chow
 - Escorting a dropped shooter
 - Attending a required brief
 - **Always check out with the RSO/ROIC/Line Staff or Range CMT**
- Ensure all trash is bagged and disposed of in brown dumpsters only
- Ensure no shooter leaves the range until dismissed by the RSO/ROIC
- Ensure all coaches and corpsmen (if assigned) check in to the range house at 0500/0530 (depending on time of year)
 - All corpsmen are required to have a Unit 1 bag. WTBN does not provide medical supplies
 - Corpsmen are required to stay with the unit until dismissed from the armory



Coaches and Verifiers



- Coaches

- One additional coach per unit is authorized. Must be a Sgt or CMT
- Coaches are assigned to specific shooters; no swaps without prior coordination
- Required to:
 - Wear white headband, ear pro, and eye pro while serving as a coach
 - Be in good standing with the CMC Evaluation and Reporting Program
 - Check in with range personnel every morning at 0500/0530 (depending on time of year)
- Coaches Evaluation Program
 - All coaches receive feedback from range personnel at the end of the firing week
 - Graded on a 1-5 scale; scoring lower than a 2.0 may require coach to remediate with WTBN
 - Highest scoring coach will be selected as “Coach of the Week” by WTBN
 - Units may request copies of all evaluation forms from WTBN S-3

- Verifiers

- Must attend the Verifiers Brief at 1300 on the day prior to qualification (typically Tuesday of the firing week)
- Must remain on the range during qualification until all contesting has been completed



Qualification



- Contesting
 - Must be at least a 7-point difference between:
 - Qualifying and not qualifying
 - A change in badges
 - Databook must be correctly filled out
- Unq Relay
 - Unq relay conducted, time permitting
 - To qualify for the unq relay, shooter must have filled out databook
 - Plots, holds, calls, and weather. Coaches notes are highly recommended
- Verifiers
 - Must stay on range until completion of contesting.
 - If a verifier assigned to a unit fails to show up, the ranking SNCO or Officer from that unit will be pulled from the detail to verify



Safety and Range Violations



- Safety Violations (1 strike)
 - Aiming in behind the firing line
 - Negligent discharge
 - Crossing the red line in the pits
 - Flagging the line
 - Failure to put weapon on “safe” after firing
- Range Violations (2 strikes)
 - Leaving weapon or ammo unattended
 - Firing outside of range commands
 - Walking across the grass with ammo
 - Improper weapons handling
- Other
 - Integrity violations
 - Weapon malfunctions
 - Databook not filled out

**Involved leadership
prevents unnecessary
drops!**

- Ensure you are policing your detail
- SNFs are the only personnel authorized to appeal a decision made by range personnel
- Notify RSO/ROIC if you wish to appeal on behalf of your shooter
- Range CO and BN CO have the final say



Chow



- Stone Bay chow hall provides box meals as follows:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST	X	X	X	X	X
LUNCH	X	X	X	X	X
DINNER	X				

- SNF picks up chows IAW schedule:
 - Recommend delivering morning chow during armory draw and range check in
 - Breakfast Chow pick up any time after 0500
 - Lunch chow pick up no earlier than 1030
 - Dinner chow pick up no earlier than 1430



Chow (cont.)





Recommendations



- Inspect your shooters weapons and gear to prevent unnecessary drops
- Stay constantly engaged
 - The more engaged you and your leadership are, the less hands on range staff need to be
- Familiarize yourself with range SOP (Tab 10 of SNF Binder)
- Enforce databook utilization
- Personnel management
 - Stay engaged with coaches and verifiers, ensure they are where they need to be, when they need to be there
- Have on hand:
 - Extra gear (databooks, ear pro, eye pro, slings, magazines, etc.)
 - CLP/rifle cleaning gear – enforce weapons maintenance



Post-Firing (Last Day of Firing)



- Stage all gear outside of billeting, ensure that it is clean
- Draw all weapons from the Armory (including all stocks) in the morning
- Stage all vehicles in the gravel parking lot next to the armory **only**
- Attend the 0900 Check Out brief in S-3 classroom
 - Signatures required from Billeting, Armory, and Range. S-3 will be the last signature
- **Ensure you pick up afternoon chow**
- If assigned an area to police call, contact 910-440-2650 to get it inspected
- Check out with S-3
 - Turn in SNF Binder, armory sheet, and critique sheet
 - You cannot complete checkout without filling out the critique sheet with feedback
- Coach of the Week/High Shooter
 - Report to Range Company office, building RR-11 (bottom deck, center) to get picture taken



References



- MCO 3574.2L – Marine Corps Combat Marksmanship Programs
- MCRP 3-01A – Rifle Marksmanship
- MARADMIN 069/15 – Authorized individual weapons, optics, modular attachments and modifications for annual rifle and pistol training for FY 2013
- WTBN 3000.3E w/ ch. 1 (WTBN Range SOP)
- <https://intranet.mcieast.usmc.mil/WTBN/Pages/default.aspx>
 - Updates to firing weeks posted at the top, templates and documents located along the right hand side



Points of Contact



- Operations Officer: 910-440-1600
 - Capt J. Harvey
- Operations Chief: 910-440-2687
 - MSgt C. Nator
- Battalion Gunner: 910-440-2705
 - Gunner J. Allnutt
- Range Company Commander: 910-440-2712
 - Capt A. Craven
- Marksmanship Training Unit: 910-440-2026/2027
 - GySgt C. Evers
- Alpha Range: 910-440-2947
- Bravo Range: 910-440-2943
- Charlie Range: 910-440-2942
- Armory: 910-440-2597
- After Hours Contact: 910-358-1169
 - WTBN OOD
- Mr. Frank Curci (S-3 Check-in)
 - 910-440-2918
 - frank.curci@usmc.mil
 - Ensure Detail Roster is complete and as accurate as possible. Include EDIPs for all shooters and coaches
- Mr. Jim Moland (Billeting)
 - 910-358-0793
 - jimmy.moland@usmc.mil
 - When emailing your billeting request, include your name, unit, POC, and number of shooters broken down by male and female



Questions?